

This is your copy of the **Employee Guide**. It will serve as a convenient source of information about Brookhaven National Laboratory, its policies, practices and benefits.

The information in this guide is not intended to fully explain all policies and benefits, only those subjects of immediate interest to you. More detailed information may be obtained from your supervisor, the Human Resources & Occupational Medicine Division or on the Standards-Based Management System (SBMS) (<https://sbms.bnl.gov/default.cfm>).

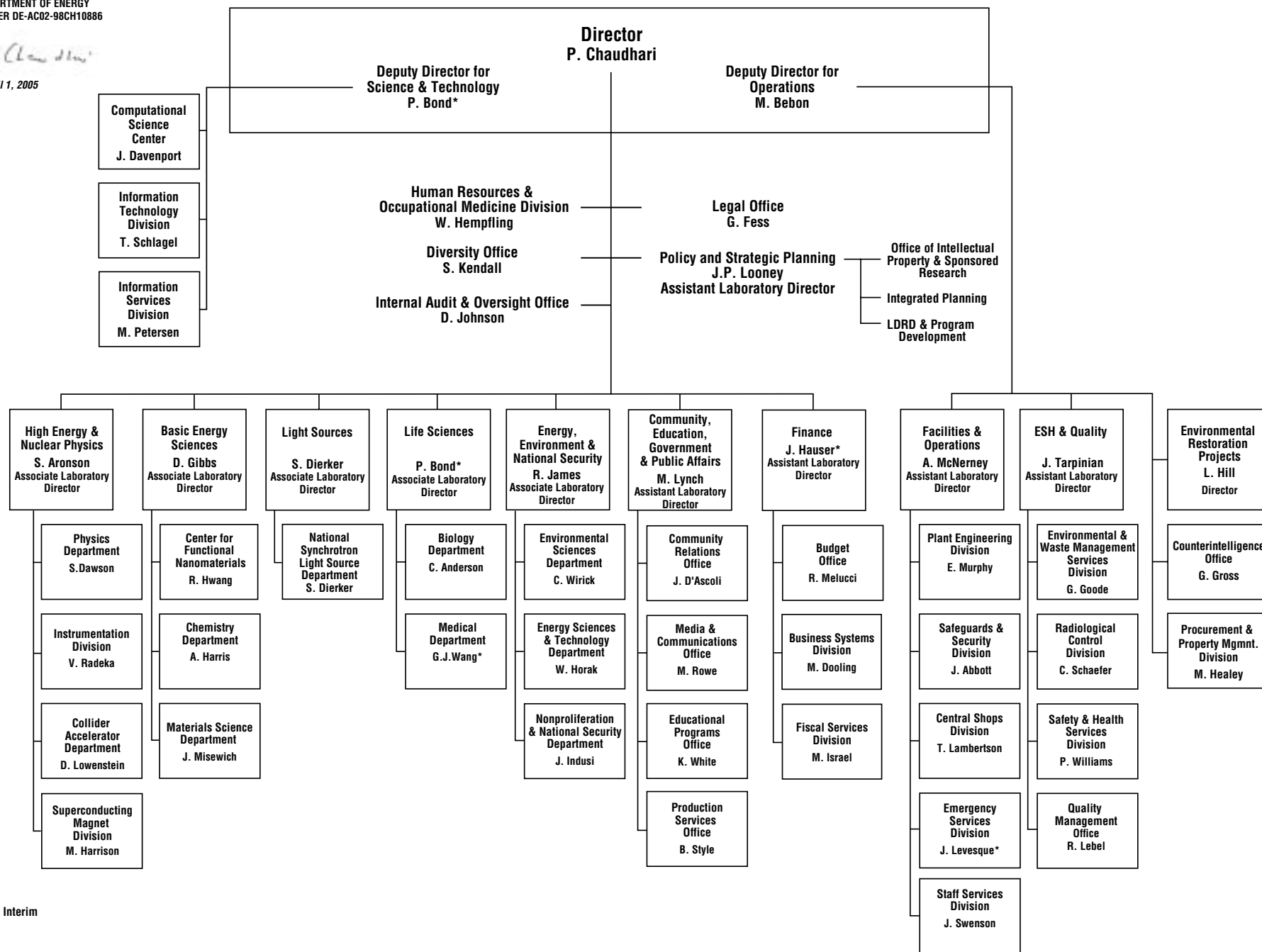
Included in the **Employee Guide** are the *Employee Handbook*, *Diversity Program*, *Benefits Program*, *Salary Administration Program*, *Employee Relations Program*, *Laboratory Security*, and the brochure for BERA. As changes occur in our policies or benefits, we will issue updated replacement pages to keep your guide as current as possible.

Prasen Chaudhary

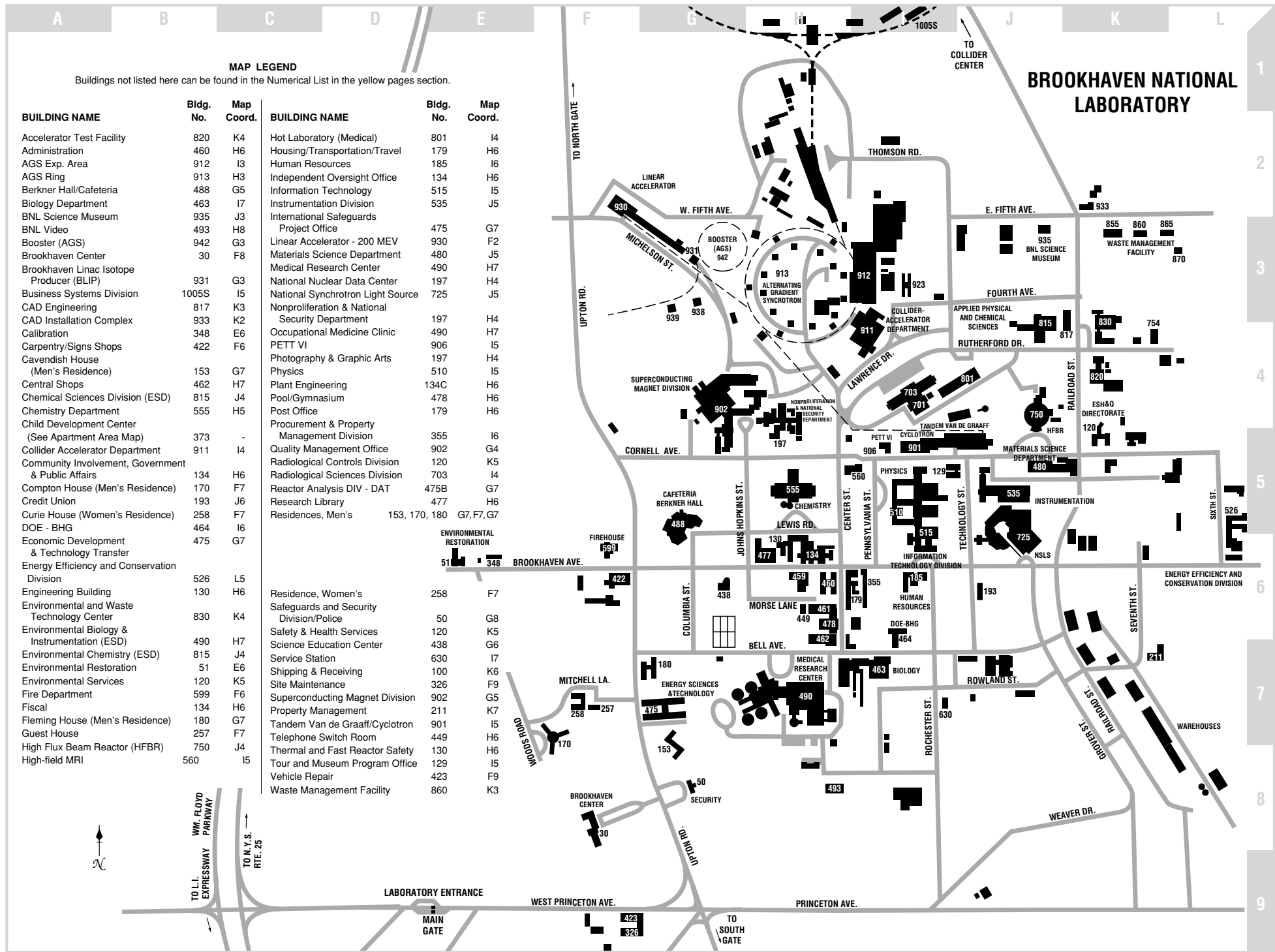
April 1, 2005

BROOKHAVEN NATIONAL LABORATORY

Departments, Divisions and Offices



* Interim



- **THE BROOKHAVEN STORY**

Located at the center of Long Island, Brookhaven National Laboratory is one of the nation's leading scientific research laboratories. BNL was established in 1947 on the former site of Camp Upton and is operated by Brookhaven Science Associates (BSA), under contract with the Department of Energy. BSA is a limited liability company with two principal members: The Research Foundation of the State University of New York on behalf of State University of New York at Stony Brook and the Battelle Memorial Institute, Inc.

BNL's initial mission, to carry out research on the peaceful aspects of nuclear science, has been considerably broadened to include basic and applied research in many different areas. The Laboratory's primary objective has always been to gain a deeper understanding of the laws of nature — the necessary foundation for all technical advances. New knowledge is constantly sought in such fields as physics, chemistry, biology, mathematics, medicine, oceanography, atmospheric sciences, and energy technology.

The Laboratory's mission is to support the basic Department of Energy activities through our leading-edge user research facilities, our research and technology development, our educational efforts, and industrial involvement. We were founded as a laboratory which would provide specialized research facilities that could not be designed, built and operated at a university or industrial complex, and this still remains a basic mission of the Laboratory.

The Laboratory's multidisciplinary programs and staff, and the multi-purpose character of its unique research facilities, have fostered a world-wide reputation. BNL shares the use of such facilities, which are beyond the scope of most institutions, with scientists from other academic and industrial laboratories.

At present the Laboratory employs about 2,730 persons, of whom 420 are scientists, 625 are scientific professionals, 510 are technical support, and the balance are administrative and other support personnel. In addition, many other U.S. scientists and graduate students from universities, colleges, research institutions, and industry perform research at the Laboratory.

BROOKHAVEN NATIONAL LABORATORY'S EQUAL OPPORTUNITY & AFFIRMATIVE ACTION POLICY STATEMENT

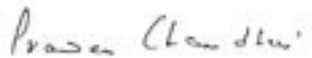
Our mission to do world-class science can be enhanced by having a diverse workforce. Fair treatment and opportunity for all employees in an environment free from harassment should be regarded as the Laboratory's way of doing business. As Director of Brookhaven National Laboratory (BNL), I reaffirm the Laboratory's commitment to Equal Employment Opportunity and Affirmative Action.

It is BNL's policy to:

- Provide equal employment opportunities to all applicants.
- Be proactive in making equal opportunity at BNL a reality.
- Employ HR practices that ensure every employment decision is free from illegal discrimination and complies with those laws prohibiting discrimination as to race, color, religion, gender, national origin, marital status, citizenship, age, disability, veteran status, sexual orientation, or any other characteristic protected by law or executive order.
- Make reasonable accommodations for qualified employees with disabilities.
- Advise employees of their rights to refer violation of these policies to their supervisor, Human Resources, or directly to the Diversity Office.
- Take all necessary steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with the filing of a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing or other activity related to the administration of these policies.

With your help, we can continue to be proud of the inclusive environment at the Laboratory. We will recognize individual differences, and utilize these differences, as well as what we have in common, to continue the Laboratory's reputation as a world-class institution and an exemplary workplace.

Overall, responsibility for directing and implementing these policies has been assigned to Shirley Kendall, Diversity Office Manager, Ext. 3318. Your feedback and contributions are always welcome.



Praveen Chaudhari, Director

- **INTRODUCTION**

As an employee you should be kept informed about the Laboratory and policies affecting your job and your work; this handbook is designed to assist you in this area. It describes in brief form the Laboratory's policies on many matters of concern to you and provides other information of general interest. It should not be considered as a complete statement of all Laboratory policies but merely as a guide.

The Laboratory policies and practices summarized herein apply to weekly and monthly nonbargaining unit employees and, with some exceptions, to bargaining unit employees under the terms of the applicable bargaining unit agreements.

Certain policies and procedures which affect only members of the Scientific Staff — e.g. scientific appointments, adjunct appointments, leave for professional advancement, etc. — are included in the Scientific Staff Manual.

The benefits and policies set forth are those currently in existence at the Laboratory. The Laboratory may change these benefits at its discretion. Nothing contained herein shall be deemed to create an obligation on the part of the Laboratory to offer these benefits to employees in the future.

Revisions of this handbook will be issued from time to time. You should make certain that your handbook is the most recent edition. If you wish more detailed information, consult your supervisor or the Human Resources and Occupational Medicine Division and the Standards Based Management System (SBMS).

William Hempfling
Director, Human Resources and
Occupational Medicine Division

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• ABOUT YOUR JOB

Selection

The Laboratory's placement policy is to select the best qualified candidate for an available position, with consideration given to candidates in the following order of priority: (1) present employees within the department and/or appropriate bargaining unit, with preference to those within the immediate work group; (2) present employees within the Laboratory as a whole; and (3) outside candidates.

The determination of the best qualified candidate for available positions will be based upon education, experience, and other job-related criteria. Such factors will be evaluated and measured against the demonstrable requirements of the available vacancy, as well as the Laboratory's Affirmative Action objectives.

The Laboratory is committed to a policy of Equal Opportunity in all aspects of employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Please refer to the Equal Opportunity section for additional information.

Age

All persons employed shall be at least 18 years of age and meet the medical qualifications of their positions as determined by the Occupational Medicine Clinic and a pre-employment check.

Relatives

Near relatives will not be employed in positions in the same line of supervision or in positions so related that such employment might be considered administratively unsound. Questions regarding the application of this policy will be resolved by the Director's Office.

Benefits

Fringe benefits available to full-time, part-time, and eligible part-time and temporary employees are described in the Appendix on page 43.

Physical Examinations

Periodic physical examinations will be required.

Absences

Employees are cautioned to keep their supervisors informed when an emergency necessitates an absence or tardiness that has not been previously approved. Unauthorized absences in excess of five days may be considered as an interruption of service and as such you may be considered to have voluntarily resigned.

Labor Organizations

The Laboratory has agreements with labor organizations representing covered employees in certain phases of its operations. Employees assigned to jobs within one of these bargaining units are subject to the provisions of the agreement negotiated with the union representing that group.

Employee Records

At the time of your employment, you supplied the Human Resources and Occupational Medicine Division with confidential information necessary to maintain your payroll, tax, and personal records. To ensure the maintenance of accurate and current information, you are responsible for notifying your supervisor and the Human Resources and Occupational Medicine Division of any changes in your home address, telephone number, marital status, number of dependents, education or training, etc. You should make any of these changes through Employee Self Serve in the PeopleSoft on-line system. In addition, a form for this purpose is available at the Human Resources and Occupational Medicine Division.

Classification

Your job classification is determined by the level of job complexity, performance, and overall contribution to the Laboratory. Additional information can be found in the booklet entitled *Salary Administration Program*.

Your functional job title as used within your department describes your duties and organizational status within your department. Functional titles may vary from one department to another.

Performance Appraisal

It is the policy of the Laboratory that the job performance of each employee will be appraised annually. The primary objective of performance appraisal is to ensure communication between employees and their supervisors by providing an ongoing format for the discussion of current work, environmental safety and health performance, achievement expectations and individual development goals for the future. Performance Appraisal is also designed to assist supervisors in making personnel decisions affecting salary, promotion, discipline and reassignments. It is the policy of the Laboratory that performance appraisals will be objective assessments of job performance only and that appraisals will be written without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status.

Promotions

Some promotions result from a substantial change in job duties; for example, from a non-supervisory to a supervisory position. Other promotions may be based more on your own ability to perform increasingly complex work rather than on the fact that the basic nature of your job itself has changed. Most of the latter promotions occur at the time of the annual review, as the consequence of an evaluation of your performance by your supervisor and your department. However, promotions may be made at any time that substantial changes occur, thus necessitating a change in your job classification.

Transfers

You may be transferred from one position to another either at your own or at your department's request. The Human Resources and Occupational Medicine Division accepts the responsibility for considering you for possible transfer to potentially more rewarding positions. Forms to formally request new job information are available at the Human Resources and Occupational Medicine Division and on the Human Resources and Occupational Medicine Division webpage.

Termination

Your employment may be terminated upon your voluntary resignation, because of a reduction in force, for unsatisfactory job performance or attendance, or for such other reasons as the Laboratory deems appropriate. You are requested to give a minimum of two weeks' notice if you resign.

Upon termination, you will be paid for any unused vacation credit you have accumulated. You will not be paid for unused sick leave.

Severance Pay

The Laboratory will provide severance pay to all regular full-time and eligible part-time employees in cases of layoff due to reduction in force.

Service Awards

After you have completed 10, 20, 25, 30, 35, 40, and 45, and 50 years of service you will be presented with a suitable award to commemorate that date.

Foreign Nationals

The employment of foreign nationals is contingent upon their possession of a visa that is valid for employment purposes. Foreign nationals are responsible for maintaining proper visa status while employed at the Laboratory.

- **ABOUT YOUR HOURS OF WORK**

Laboratory Policy

The workweek begins at Sunday midnight and ends the following Sunday midnight. The normal workweek consists of five eight-hour days with a half-hour unpaid lunch period. Work schedules normally provide for at least two consecutive days off, although these days may not both fall within the same workweek. The normal workday commences at 0830 hours and ends at 1700 hours.

It is recognized that deviations from the normal hours of work are necessary in some areas of the Laboratory operations, but it is the policy of the Laboratory to hold such deviations to a minimum consistent with efficient, safe, and economical operation.

Monthly exempt and nonexempt employees may receive a 15% premium when assigned as members of a regularly scheduled rotating shift operation or a 10% premium when assigned to a regularly scheduled shift operation.

Weekly Nonexempt Employee Time and Effort Records

You will be expected to maintain and attest to accurate records of your time on an Employee Weekly Time and Effort Record, which will be furnished to you by your supervisor at the beginning of each week. Military time (0001 to 2400) will be used for recording purposes. Lateness of more than three minutes in reporting for work may result in pay deduction.

You will receive a paycheck each Thursday for the actual hours worked the week before.

Monthly Nonexempt Employee Time and Effort Record

An electronic timecard will be available to Monthly Nonexempt Employees by the 21st day of the month. This time record covers the four- or five-week period from the 21st day of the month through the 20th day of the following month.

You should report accurately on the time record the total number of hours worked daily and weekly within the scheduled workweek, including authorized overtime, to the nearest tenth of an hour. All absences, including scheduled days off, must be indicated on the electronic time card by using the appropriate time reporting codes shown in the instructions.

Hours worked in excess of 40 per week are paid at the rate of time and one half. Overtime pay is added to your regular pay for the month. The hourly base rate is computed by dividing your annual salary by 2080.

Authorized absences with pay, such as vacation, sick leave, jury duty, etc., are not considered “hours worked” for overtime purposes.

Monthly Exempt Leave Record

An electronic timecard will be available to Monthly Exempt Employee Leave Record on the 21st of the month. This report covers the period from the 21st day of the current month through the 20th day of the following month.

All absences must be entered into the electronic timecard, using the appropriate time reporting codes as indicated in the instructions on the back of the card.

In contrast to the wages paid to nonexempt employees, your monthly salary is considered full compensation for all time worked; salary levels are set with due allowance for the need for extra work from time to time in certain jobs.

Adherence to the regularly scheduled workday (0830 to 1700 or a scheduled shift) is expected of those employees whose primary responsibility is the supervision of wage employees, and those whose work assignments are best discharged during the daytime period when all offices, shops, stockrooms, and other facilities are open. The duties of others allow, and sometimes require, more flexible schedules. However, for all employees, an “honest” 40-hour week is an inherent obligation.

A check of overtime pay and premium payments for all employees may be found on page 9. Your supervisor should be consulted for more details.

Overtime Rate of Pay for Regular Full-Time Employees			
	Weekly Wage	Nonexempt Monthly	Exempt Monthly
After 8 hours	1-1/2x base	1x base	None
After 16 hours in a 24-hour period	2x "	1x "	None
After 16 consecutive hours	2x "	1x "	None
After 40 hours in a workweek	1-1/2x "	1-1/2x " (1)	None
On the first nonscheduled day	1-1/2x "	1-1/2x "	None
On the second nonscheduled day			
which need not be consecutive	2x "	2x "	None
All hours on a holiday	2-1/2x "	2x "	None

Special Premium Payments to Regular Full-Time Employees Assigned to Normal Workday and Workweek			
Hours worked before 0830 and after 1600 unless workday starts between 0800 and 0830	15% base	None	None
Nonconsecutive days off	1-1/2x " (2)	None	None
Scheduled change with less than 36 hours' notice	1-1/2x "	None	None
Emergency call-in for hours out- side of schedule	1-1/2x " (3)	1-1/2x " (3)	None
Hours within regular schedule and during excused period status	+1x base	+1x base	None

Additional Special Premium Payments to Regular Full-Time Employees Normally Assigned to Shift Work			
Work on Saturday or Sunday at straight time rate	1 hr base	None	None
Nonscheduled, nonworkday falling on a holiday	One Vacation Day Credit		
Working 7 hours during change from EST to DST at 0200	+ 1 hr	+ 1 hr	None
Working 9 hours during change from DST to EST at 0200	1 hr at 1-1/2	1 hr at 1-1/2	None
Hours worked between 0800 and 1600 on regularly scheduled rotating shift	None	15%	15%
Hours worked between 1600 and 0800 on regularly scheduled shift or rotating shift	15%	10 or 15%	10 or 15%

(1) Holiday and hours during an excused period status will be considered 'hours worked' for overtime purposes.

(2) For day immediately preceding second nonscheduled day.

(3) Or 4 hours' pay at base rate, whichever is greater.

- **AUTHORIZED ABSENCES WITH PAY**

Laboratory Policy

Absences without loss of base pay are granted to all regular full-time employees for the following reasons:

Vacation	Military Leave
Holidays	Doctor/Dentist Visit
Sick Leave	Excused Period Status
Death Leave	Signal One
Jury Duty	

Absences without loss of base pay are granted to eligible part-time employees, (prorated based on official work schedule) for the following reasons:

Vacation	Jury Duty
Holidays	Military Leave
Sick Leave	Excused Period Status
Death Leave	Signal One

Other approved absences for personal reasons may be charged to vacation credit or to leave without pay.

Vacation

To allow you a scheduled period for rest and relaxation, vacation credit accrues regularly during the course of your employment. If you are on the weekly payroll, vacation credit accrues at the rate of 1 working day for each full month of continuous service during your first five years as an employee. After five years, vacation credit begins to accrue at the rate of 1-1/4 days for each full month of service, and upon completion of ten and fifteen years of continuous service, respectively, at the rate of 1-1/2 and 2 days for each full month of service. In addition, on the tenth anniversary of your employment with the Laboratory, you will be granted 3 days' vacation credit. If you are on the monthly payroll, vacation credit accrues at the rate of 1.5 working days for each full month of continuous service during your first five years as an employee. After five years, vacation credit begins to accrue at the rate of 1.75 days for each full month of service to ten years of service and after ten years of service, vacation accrues at the rate of 2 days for each full month of service.

If you are rehired, previous periods of three or more years continuous service will be counted in computing the vacation accrual rate.

Employees may use and report vacation time in units of one-half hour after the first hour of vacation time. All vacation usage requires supervisory approval, which is contingent upon work requirements.

The maximum number of unused days of vacation that monthly paid employees may carry over from one fiscal year to the next is 20. Weekly paid employees are required to reduce their vacation carry over to 31 days or less by a cutoff date in mid September and employees will be notified of this date in late summer. IBEW employees must reduce their vacation balance to 31 days or less by September 17.

If you are hospitalized by an illness or injury while on vacation, the time spent in a hospital may be charged to sick leave upon approval of the Director, Human Resources and Occupational Medicine Division.

Holidays

The following holidays are observed by all full-time and eligible part-time employees.

New Year's Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

Two additional holidays (floating holidays) to be observed during the year are announced by the Laboratory in January. In addition, a half-day holiday will be observed consisting of the last four hours of your regularly scheduled day preceding Christmas.

A holiday falling on Saturday is observed on Friday. A holiday falling on Sunday is observed on Monday.

Holidays that occur during your vacation or authorized sick leave are not charged to vacation or sick leave credit.

If you are working a schedule which has a holiday occurring on one of your regular days off, you will accrue one extra day of vacation credit.

Sick Leave

To protect you against loss of pay in the event of illness or injury, sick leave is granted at the rate of 1.25 days per month. A maximum accumulation of 108 days is allowable. Sick leave, unlike vacation, is not a vested right, and the fact that you accrue 15 days per year does not mean that 15 days per year should be used. In fact, abuse of sick leave may be cause for termination.

If your illness extends over a continuous period of 18 calendar days and all your accumulated sick leave has been exhausted, additional sick leave up to a maximum of 12 days will be given you within certain limits.

Your unused sick leave credit is your guarantee of continuing income during periods of injury or illness; thus it is only paid during such periods and not upon termination.

Regular full-time and eligible part-time nonexempt employees may use and report sick leave in hourly units. Exempt employees may use and report sick leave using a one hour minimum and 1/2 hour increments. However, if you are sent home sick you will not be charged sick leave for the balance of the half day in which your absence starts.

It is your responsibility to notify your supervisor if you are unable to work because of illness or injury. If you are a regular day employee, this notification should be made before 0900. If you are assigned to a shift operation, you should give notification at least one hour before scheduled reporting time. Failure to do so may result in nonpayment of sick leave for the time absent.

Maternity-Related Disabilities

Illness related to pregnancy or childbirth is treated as any other temporary disability under the sick leave plan. The following are two general guidelines on sick leave charges for maternity-related disabilities:

- a. Disability absence during the final stages of pregnancy begins when the employees' physician, or the Laboratory Clinic determines that work attendance should cease.
- b. Absence immediately following childbirth may continue for as long as the employee is disabled, as certified by the employee's personal physician or the Clinic. Six to eight weeks is considered to be a reasonable period of disability after delivery; however, this does not preclude a longer or shorter absence if warranted by the individual employee's physical condition.

A parental leave of up to three months after the birth of a child will be granted upon request of an employee. This leave period will include any sick leave charged for disability after the delivery of the child.

Sick Leave for Care of a Family Member

Employees may use their sick leave accruals to care for an ill or injured family member. All regular full-time and eligible part-time employees may charge sick leave using the code SFM on up to five occasions per payroll year (Dec. 21 to Dec. 20 of the following year). Total time charged must also not exceed 40 hours, or the employee's part-time percentage thereof. For

this benefit, a family member is a spouse, parent, or dependent child.

Supervisors may require a medical certification or other documentation for the absence.

Family & Medical Leave Act (FMLA)

The Family & Medical Leave Act (FMLA) of 1993 allows “eligible” employees to take job-protected, unpaid leave, or to substitute accrued paid leave for up to 12 work-weeks in a 12-month period. At BNL, the 12-month period is the 12 months preceding the request for FMLA leave (i.e., upon an employee’s request for FMLA leave, any FMLA-approved leave that the employee used within the previous 12 months is counted towards the 12 work week limit).

Eligible employees may request more than one FMLA leave within a 12-month period, but the total FMLA leave may not exceed 12 weeks. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. Should Brookhaven Science Associates (BSA) employ both FMLA-eligible spouses, they are jointly entitled to a combined total of 12 work weeks of FMLA leave in a 12-month period when the leave is taken for the birth a child, or placement for adoption or foster care.

Intermittent Leave

In certain cases, leave may be taken on an intermittent basis, or the employee may work a reduced schedule to provide care following the birth, or placement for adoption or foster care, of a child. With Laboratory concurrence, intermittent leave may be taken whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the work of the Laboratory unit.

Employment Status After FMLA Leave

It is generally expected that an employee will return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave, unless the position has been eliminated as a result of budgetary changes. Under specified and limited circumstances, where restoration to employment will cause substantial and grievous economic injury to operations, the Laboratory may refuse to reinstate certain “key” employees (see [Definitions](https://sbms.bnl.gov/sbmsearch/subjarea/53/SAdef.cfm) - <https://sbms.bnl.gov/sbmsearch/subjarea/53/SAdef.cfm>) to BNL’s payroll after using FMLA leave.

Use of FMLA-protected leave will not result in disciplinary actions related to attendance, nor will it result in the loss of any benefit that the employee was entitled to, or had accrued, before the start of the leave.

For more complete information on “Requesting, Approving, and Taking Leave under the Family & Medical Leave Act” please refer to the following SBMS subject area: https://sbms.bnl.gov/sbmsearch/subjarea/53/53_Pro1.cfm.

Death Leave

Up to three days’ absence with pay at base rate is granted for the death of a member of your immediate family or any other family member residing in your household. One day of absence with pay at base rate is granted for the death of any family member other than previously described. Questions regarding the implementation of this policy may be addressed to the Director, Human Resources and Occupational Medicine Division.

Jury Duty

It is the Laboratory’s policy that you should serve on a jury when called. You are not expected to serve eight hours on jury duty and then report to work. However, if you are released early from jury duty on any day, you should report for work to complete the normal workday. In order for your time to be charged to jury duty you are required to obtain a jury duty certificate to submit to Payroll.

Short Term Military Duty

Up to two calendar weeks per year is granted for active training duty in the reserve components of the United States Armed Forces. Leave with the same restrictions is also granted for duties during civil emergencies or similar circumstances.

Your supervisor will explain the options available to you under this policy.

Doctor/Dentist Visits

If it is not possible to schedule doctor or dentist appointments outside normal working hours, supervisors may authorize, with regard to the workload, an excused absence during working hours. This policy does not apply to part-time or temporary employees.

Excused Period Status

The Director’s Office may declare Laboratory operations to be in an excused period status due to extreme weather or other special condi-

tions. During an excused period status, the Laboratory establishes special compensation rules covering hours worked and hours not worked for all employees.

Signal One

A Signal One emergency is defined as a general emergency on a county-wide basis. Laboratory employees who serve as volunteers in local fire departments or ambulance corps are permitted to respond at no loss in base pay when called by their departments in a Signal One emergency situation. To register for Signal One release: The employee completes and obtains required signatures on the Signal One Release Registration Form and presents it to their supervisor. The form can be found at <https://sbms.bnl.gov/ld/ld13/ld13e221.doc> <<https://sbms.bnl.gov/ld/ld13/ld13e221.doc>>. After completing the form, the participating employee should have it authorized by their fire department or ambulance corps chief. The supervisor reviews and signs the form, and saves it in the employee's departmental file. To release an employee in the event of a Signal One: Supervisors may release the registered employees at no loss in base pay. Supervisory approval of release does not automatically extend beyond the first day.

•AUTHORIZED ABSENCES WITHOUT PAY

Leave Without Pay

Authorized absences taken without charge to vacation credit, sick leave, or other authorized paid leave, and not in excess of 10 consecutive work days, are considered as leave without pay.

When on leave-without-pay status, you are not removed from the active rolls of the Laboratory and hence are eligible for all regular leave and insurance benefits.

An authorized absence is one approved by your supervisor.

Leave of Absence

An authorized absence without pay for more than 10 consecutive work days is considered as a leave of absence, a non-pay status which removes you from the active rolls of the Laboratory.

Accrued vacation may not be used to postpone the effective date of a leave of absence.

Overstaying a leave of absence is considered a voluntary resignation.

Military Service

A leave of absence is granted for service in the United States Armed Forces for an extended period of time, normally considered to be more than two weeks. If you enlist for active duty for an extended period of time you will put on a leave of absence and treated in accordance with the provisions of the applicable Federal laws upon your return.

- **FOR YOUR PROFESSIONAL DEVELOPMENT**

On-Site Training

In a continuing effort to encourage and facilitate the development of your administrative, communication and managerial skills, the Human Resources Division offers a variety of non-technical training programs.

Several of these programs are specifically designed for supervisors and managers. Other programs address more general needs in areas such as personal communication skills, time management, business and technical writing, and presentation skills. Class schedules are posted under Staff Development on the Human Resources website. There is generally no charge for these classes and attendance is open to all with permission from one's supervisor.

Tuition Assistance

A regular full-time or eligible part-time employee who successfully completes a formal course of study may receive assistance for all or part of the tuition fee paid, subject to the conditions set forth below.

Tuition refund benefits will be paid for a maximum of nine credits per semester for three semesters per year for full time employees up to a maximum of \$4,000 per semester; and a maximum of four credits per semester for three semesters per year for part-time employees up to a maximum of \$2,000 per semester.

The Tuition Assistance Program is intended to include reimbursement for credit courses and degree programs offered by accredited institutions and job relevant vocational courses.

The course(s) must be pertinent to the work that you are doing or may reasonably be expected to do, or that is required for a degree in a field of study pertinent to the work of the Laboratory.

Only courses that have prior approval and are taken and completed while you are in the employ of the Laboratory will be considered for reimbursement purposes.

Upon satisfactory completion of the course(s) which is a Grade "C" or better, proof of payment and a final grade report from the college or university should be sent to the Human Resources Division.

Reimbursement is made directly to you for out-of-pocket expenses as follows:

1. An employee taking courses at the undergraduate, correspondence, or vocational level will be reimbursed for 75% of the total tuition costs.

2. Upon receipt of a baccalaureate degree, an employee may be reimbursed for the 25% difference between the previously reimbursed 75% and 100% of tuition costs. This reimbursement will be made only for courses required for the degree and taken within ten years of receipt of the degree.
3. An employee will be reimbursed 100% of the tuition costs for all graduate level courses.
4. If an advance is requested, checks will be made out to the school "for the benefit of the employee" and issued to the employee who will submit them to the school for payment. Tuition advances will be considered "advances" until proof of payment and a final grade is submitted to the Tuition Office. When documentation is submitted, the advance will become a "closed reimbursement". If you do not complete the course(s) satisfactorily and turn in the required documentation within 60 days after the completion date of the course(s), you must repay the Laboratory the amount of the advance.

- **YOUR HEALTH AND SAFETY**

Laboratory Policy

It is the policy of the Laboratory to protect the health and safety of employees and the public, and to prevent accidental damage to property and the environment. Brookhaven National Laboratory is committed to ensuring that construction, operation, and modification of its facilities and experiments are performed in a safe and responsible manner. The responsibility for carrying out this policy is a line responsibility extending from the Laboratory Director through each level of the management chain to each employee, guest and visitor.

All work shall proceed with due respect for safety and the environment by identifying the hazards, instituting the appropriate controls and performing the work within those controls.

Employees, guests and visitors are responsible for working in a manner that will not endanger themselves or others. Personal injuries or injuries to others can be prevented when safety is the first priority. Damage to the environment, property or equipment damage caused by carelessness, the disregard of established procedures, or inadequate personnel training will not be tolerated.

All employees have the responsibility to identify unsafe or inadequate work practices and pursue necessary corrective actions. All employees are responsible for the prevention and correction of potential or actual problems in their own work or that of others that could result in personal injury, degraded safety or insult to the environment. Violation of this policy will result in disciplinary actions up to and including dismissal for employees, or in the case of guests and visitors, the denial of access to Laboratory facilities.

Stop Work Requirements

All BNL employees, visitors and guests are authorized and are responsible to immediately stop a BNL work process that creates an **imminent danger** to an individual or the environment. An imminent danger is a hazard which presents an unacceptable risk of death, serious injury, environmental impairment or significant property damage. Furthermore, a radiological stop work instruction should be issued to stop radiological work that does not meet Laboratory procedures or creates the threat of radiological exposure or releases. Anyone receiving a "Stop Work" instruction must immediately comply with that order. All "Stop Work" instructions must be immediately reported to line management and the appropriate Environment, Safety, Health & Quality Directorate (ESH&Q) management. If a job is stopped as

an imminent hazard or as a radiological stop work, it may not be restarted without the authorization of a Department Chair or Division Manager.

Violations of this policy will also result in disciplinary actions up to and including dismissal for employees or, in the case of guests and visitors, the denial of access to Laboratory facilities.

A Safety Hotline (X8800) has been established to help identify and resolve environmental, safety and health issues.

Environment, Safety and Health Responsibility

The Laboratory's extensive environmental health and safety programs are designed to assure a safe workplace and guard against all types of accidents, but their effectiveness depends upon your active cooperation. You are expected to have the same concern for personal safety and the safety of your fellow employees and the environment as you have for the performance of your work. Your performance will be evaluated on how well you conduct your work in relation to the environmental, safety and health requirements and responsibilities.

All necessary safety equipment is made available to you through your department. Expert advice and a variety of services are offered to you by the ESH&Q Directorate on all matters of safety. You should be acquainted with the ES&H field service staff and the ES&H Coordinator in your department/division and the services available to you, and follow the rules on radiation safety, general safety, fire safety, traffic safety, industrial hygiene, and environmental protection.

Each supervisor is responsible for assuring that activities performed under his/her jurisdiction are conducted in accordance with the established safety rules and guides. The Standards Based Management System (<https://sbms.bnl.gov>) is the primary source of such information; the individual employee in turn has the basic responsibility for carrying out his/her activities in a safe manner.

A complete set of applicable safety standards is maintained in SBMS. These standards specify design criteria and operating procedures which, when implemented by the operating departments, will establish a safe and healthful workplace.

Medical Care and Health

The Occupational Medicine Clinic is responsible for the employee health programs at the Laboratory including the Employee Assistance Program.

The Clinic provides guidance to Laboratory management and employees in areas of health. It is also responsible for required medical examinations, first aid, limited medical care (primarily occupational illness

or injury), and occupational health programs. In general, you should use physicians and medical facilities in your own home localities for personal medical problems.

All applicants for positions at the Laboratory must pass a physical examination; in addition, you will receive regular periodic reexaminations and a separation physical examination at termination of employment. Special examinations may be required under certain conditions such as job transfer, or return to work following medical absence, or to determine fitness for duty.

The Employee Assistance Program (EAP)

The EAP is designed to help with mental health problems which occur on the job or impair job performance. The EAP manager also provides individual employees and Laboratory management with information and training on mental health issues. EAP services are available to regular full-time and eligible part-time employees. Employees may receive assistance for a wide variety of difficulties such as alcohol and drug abuse, issues at work, family/marital problems, or personal and emotional problems. In addition, supervisors may request advice on dealing with such problems within their work group. EAP services include short-term counseling, referral to appropriate off-site services, and crisis intervention.

Requests for EAP services are usually made directly by employees. At times, a supervisor or Clinic physician may recommend that an employee contact the EAP counselor. All employee communications with the EAP are subject to standard professional ethics protecting confidentiality and anonymity.

The Clinic, the Employee Assistance Program office and Health Promotion Coordinator are located in separate areas of Building 490, 30 Bell Avenue. For first aid information, call extension 3670 during regular working hours and extension 2222 (Fire/Rescue Group) in case of a medical emergency after normal working hours. To reach the Employee Assistance Program, call extension 4567. In case of medical emergency, call Extension 2222 which is restricted solely to emergency calls.

Smoking Policy

Smoking is prohibited in all Laboratory buildings and vehicles. The only exceptions are the residential units and the smoking section of the Brookhaven Center Club.

Work-incurred Injuries

If Injured During Normal Work Hours:

If you are injured on the job, you must report to your supervisor/manager immediately, and report to the Occupational Medicine Clinic (OMC) within 24 hours. You should have your supervisor accompany you to the OMC. When you report an occupational injury or illness to the OMC without your supervisor, the OMC will call for department or division representation at the ensuing meeting.

In most circumstances, it is expected that you report to the Clinic immediately after the injury. If the supervisor is not available, an alternate member of line management may attend. This should be done immediately or prior to the beginning of the next work shift. If you fail to follow these instructions as required, any resulting missed work may be considered unauthorized leave and you may be ineligible for sick leave pay.

If Injured Outside Normal Work Hours:

If you are injured during off-hours, when the Clinic (OMC) is not normally open, you must either call X2222, or 911, to notify Emergency Services (Fire Rescue) immediately. You should have your supervisor accompany you to the Firehouse, as you would to the OMC. Before leaving the Firehouse, call X3670 at the OMC and leave a message about the injury. You then must call or report to the Clinic at the start of the next normal work shift for the Laboratory, i.e. Monday through Friday, 8:30 am to 5:00 pm. The only possible exception to these reporting requirements would be for unusual medical circumstances. The Occupational Medicine Clinic has responsibility for determining whether or not such circumstances are met. If you fail to report as required, any resulting missed work may be considered unauthorized leave and ineligible for sick leave pay.

Absence From Work

If you intend to be absent because of a work-related injury or illness arising out of a work-related incident, you must report the incident and your intended absence to your supervisor on or before the start of the work shift you intend to miss. You must also notify the Clinic at this time if your work shift coincides with normal work hours for the Clinic. Upon contacting the Clinic, you may be asked to report to the Clinic for observation, or given alternative instructions. The Clinic may require that you maintain periodic contact with them and to come in and be evaluated by one of the staff physicians. You are required to follow the Clinic's instructions with respect to the frequency and nature of your contact. Employees who are on medication which would impair their driving, or who cannot drive because of their

medical condition, should contact the Clinic prior to their scheduled visit to make alternative arrangements. During your period of work absence, you are also required to maintain periodic contact with your line organization at a frequency that is mutually agreed upon.

If you are sent home by the OMC, or your supervisor, do not assume it to be authorization to stay out of work beyond the remainder of that work shift, unless you are specifically so advised by a member of the Clinic staff. The Clinic, the SHSD/OMC Interface person, and your supervisor will work together with you and your treating doctor to identify any accommodations you may require in order to continue working.

Off-Site Treatment for Work-Incurred Injuries and Illnesses

If you receive medical treatment other than at the Clinic or Firehouse, you must report this fact to the Clinic either in person or by telephone (X3670). This must be done at the start of the next normal work shift for the Clinic.

If you visit an off-site medical provider who prescribes that you stay out of work, this alone does not entitle you to stay home. Only Laboratory physicians at the OMC can make such a determination in cases involving work-incurred injuries or illnesses. Without the agreement and approval of the OMC following the process noted above, such an absence may not be considered an occupational illness/injury.

Personal health care providers (e.g. physicians, chiropractors, physical therapists, or hospitals) should be informed the injury was work-incurred and should be instructed to send their bills, along with the appropriate Workers' Compensation forms (C-4), to the Laboratory Workers' Compensation Insurance carrier:

Liberty Mutual Insurance Company
Commercial Market Claims
520 White Plains Road
Tarrytown, NY 10591

If you incur any other expenses, bills should be sent to the Laboratory's Workers' Compensation Administration Office in Building 120, for submission to the insurance carrier.

Return to Work

Upon returning to work after any absence resulting from a work-incurred injury or illness, you must report first to the OMC for a Return to Work Slip, before you will be permitted to work. Return to Work Slips are

required for any days away from work due to a work-incurred illness or injury, even if such lost time occurs due to doctor visits or physical therapy.

Your compliance with the above requirements is essential in order for the Laboratory to effectively manage its Workers' Compensation Program and better ensure the safety and physical well-being of its employees. Failure to abide by these requirements can be grounds for disciplinary actions. Finally all employees should be aware that filing a fraudulent Workers' Compensation Claim is a felony under New York's State Law and can lead to criminal prosecution.

To the extent that any collective bargaining agreements differ with this policy, such collective bargaining agreement takes precedence.

Transitional Work/Restricted Duty Policy

When an employee is on Restricted Duty based on a determination by the Laboratory's Occupational Medicine Clinic (OMC), these restrictions apply to all employer-sponsored activities. Therefore, any employee on transitional/restricted duty is prohibited from participating in BERA activities that are inconsistent with their particular restrictions.

If an employee or a supervisor has a question as to whether the restrictions apply to a specific activity, the OMC physician will provide a medical opinion and make a final determination.

Employees found violating this policy are subject to the normal disciplinary procedures of the Laboratory. If you have any questions regarding the interpretation of this policy, contact Susan Foster, Manager, Employee Relations, extension 2888.

Alcohol and Substance Abuse Policy

The Laboratory is interested in the well-being of its employees and places great emphasis on maintaining a safe and efficient work environment. The achievement of this goal depends on the active cooperation of all employees. Employees are expected to have the same concern for personal safety and the safety of their fellow employees as they have for the performance of their work. The Laboratory recognizes that alcoholism and chemical dependency are illnesses which can be treated, and the Laboratory is prepared to offer assistance to affected employees. Employees who use or traffic in illegal drugs, abuse alcohol and/or controlled substances pose unacceptable risks to the safe and efficient operation of the Laboratory. In addition to jeopardizing employee safety and/or impacting on performance, conduct and reliability, substance abuse is illegal and could lead to criminal prosecution.

A. Policy

1. Illegal Drugs

- a) Employees are strictly prohibited from manufacturing, using, possessing, selling, purchasing, distributing, or being under the influence of illegal drugs on the Laboratory site or while performing Laboratory business.
- b) Employees in testing designated positions, as described below, are strictly prohibited from using, possessing, selling, purchasing, distributing or being under the influence of illegal drugs at any time.

2. Controlled Substances and Other Drugs

Employees are prohibited from abusing controlled substances. Since a large number of prescription and over-the-counter drugs may also impair an individual's ability to perform, employees are expected to consult their physicians for specific information on possible side effects. If valid prescription drugs and over-the-counter medications affect job performance or cause an employee to be at work in an impaired state, the employee will not be permitted to work until medically cleared.

3. Alcohol

The consumption or unauthorized possession of alcoholic beverages on site, except at the Brookhaven Center and on-site housing, is specifically prohibited. Exceptions allowing for limited use of alcohol on the Laboratory site may be permitted after normal working hours upon approval by a member of the Directorate. Employees who consume alcohol at such a function may not return to work following the event.

B. Scope

This policy is applicable to all employees of the Laboratory and to the extent it governs conduct on the Laboratory site, it is also applicable to all those present on the Laboratory site, including guests, collaborators, contractor employees, students, etc.

C. Responsibilities

1. Laboratory Responsibility

- a) The Laboratory is committed to maintaining a safe and efficient work environment, guarding against all types of accidents and maintaining high standards of job performance. The Laboratory accepts the responsibility to help stop alcohol and substance abuse by assisting employees in early assessment and by providing treatment.

- b) In order to accomplish the above, educational programs concerning alcohol and substance abuse, are made available to all employees from time to time. In addition, supervisors are required to attend training programs regarding identification and referral of employees with alcohol and substance abuse problems.
 - c) If an employee is convicted under a criminal drug statute for a violation on a DOE site, the Laboratory will notify DOE within ten (10) days. Immediate notification to DOE will be given whenever circumstances raise a security concern, as provided in DOE Orders, rules, or regulations.
2. Supervisor Responsibility
- If normal means for dealing with unsatisfactory performance do not result in improvement, it is then a supervisory responsibility to refer the employee to the Employee Assistance Program in a timely manner. If the supervisor refers an employee to the EAP, this information must only be communicated to the department/division management and the Clinic.
3. Employee Responsibility
- a) All employees are required to abide by the terms and provisions of this Policy.
 - b) Any employee convicted under a criminal drug statute for a violation occurring on any DOE owned or controlled site must notify the Laboratory in writing of such conviction within ten (10) days of the conviction.
 - c) Employees required to participate in the random screening program must notify the Laboratory in writing within ten (10) days of any drug-related arrest or conviction, or receipt of a positive drug test result.
 - d) Employees with chemical dependency problems or alcoholism have the primary responsibility to seek rehabilitation through the Laboratory's Employee Assistance Program or other private or public counseling services.

D. Treatment and Rehabilitation

The Laboratory maintains an EAP (Employee Assistance Program) which provides help to employees who suffer from alcohol and/or substance abuse problems. It is the responsibility of each employee to seek assistance from the EAP or other private or public services before alcohol and/or substance abuse problems adversely affect job performance. The EAP Manager is bound by professional ethics to protect the communications which occur during the course of contact.

E. Implementation

1. Screening

- a) For testing designated positions, the applicants for such employment will be required to pass substance and alcohol screening tests as a condition of their employment. Incumbent employees in such positions will be required to cooperate with a substance and alcohol screening program as a condition of their continuing employment. Affected employees will be informed of the specific nature of these tests.
- b) Employees will be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:
 - 1. Following an occurrence which is immediately reportable to DOE, under applicable DOE rules or regulations.
 - 2. As part of a testing program instituted as a result of a prior violation of the Alcohol and Substance Abuse Policy.
- c) Employees may be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:
 - 1. Following a serious accident.
 - 2. When an employee's supervisor determines that there are unusual performance problems or behavior.
 - 3. When there exists reasonable suspicion for alcohol or drug abuse.
- d) Employee consent to substance and alcohol screening, when appropriate under this policy, is a condition of continuing employment. Test results obtained under these conditions may be used in a disciplinary process.

2. Search

- a) All Government property may be subject to search at any time. Personal property may be subject to reasonable search, with or without notice, when justified by circumstances or workplace conditions.
- b) Suspected illegal drugs and drug-related paraphernalia will be confiscated. Suspected illegal drugs will be turned over to a licensed laboratory for testing and/or to the appropriate law enforcement agency for further action.

F. Disciplinary Action

For violations of this policy, the Laboratory may combine disciplinary action with a referral to the Employee Assistance Program for treatment or with a change in job assignment. Employees in testing designated positions may be reassigned to another position, provided that such position exists. Employees may avail themselves of the applicable review or appeal mechanisms currently in existence. Depending upon the seriousness, violation of this policy will result in disciplinary action ranging from a written reprimand to discharge. In the case of employees represented by unions, any disciplinary action is subject to the grievance procedures of the applicable Collective Bargaining Agreement. Non-union employees may request the assistance of the Employee Relations Committee and/or the Employee Relations Counselor.

G. Definitions

1. Abuse - The use of any substance (including alcohol, legally obtained medication, prescription drugs, or controlled substances) to the degree that the individual experiences physical, emotional or social complications which threaten health, safety, well-being or performance. The use of a substance in accordance with a valid prescription is not considered abuse.
2. Alcohol - Any beverage that may be legally sold and consumed that has alcohol content in excess of 0.5% by volume.
3. Controlled Substances - Any substance whose sale, purchase, transfer, use or possession is restricted by law. These substances include but are not limited to any and all forms of marijuana, narcotics, depressants, stimulants or hallucinogens.
4. Drug - Any substance, other than alcohol, capable of altering the mood, perception, pain threshold or judgment of the individual consuming it.
5. Illegal Drugs - Any substance whose sale, purchase, transfer, use or possession is prohibited by law. These substances include but are not limited to any and all forms of marijuana, narcotics, stimulants or hallucinogens.
6. Laboratory Site - Any and all property under the control of the Laboratory, including parking lots and roadways, except, in the case of alcohol consumption, on-site housing.

7. Trafficking - The unauthorized buying, selling, giving, receiving or transferring of controlled substances.
8. Under the Influence - When an individual's condition, behavior or performance is adversely influenced by a substance introduced into the body and/or when an individual is deemed by a qualified medical expert to be impaired.

H. Testing Designated Positions

As referred to in this policy, these positions are:

- All employees of Safeguards & Security Division
- Reactor Operators
- All employees of Reactor Division who perform maintenance of reactor systems
- Plant Engineering Division and Central Shops employees, who are on assignment to the Reactor Division and who are trained to perform maintenance on reactor systems
- Firefighters
- All Drivers of the Plant Engineering and Procurement and Property Management Divisions
- Riggers and Heavy Equipment Mechanic Operators
- All employees of the Hazardous Waste Management Group
- Procurement and Property Management employees assigned to the Gas Facility
- Occupational Medicine Clinic staff involved in administering testing protocol
- Water & Sewerage Operating Engineers
- ***A limited number of technicians who transport significant quantities of hazardous or radioactive materials on site***
- All supervision for these positions up to and including the Directorate level

- **EMPLOYEE CONDUCT**

Threatening or Violent Behavior

Employees are prohibited from engaging in threatening or violent behavior in the work place. Such behavior may include, but is not limited to, physical assault, verbal abuse, obscene or threatening telephone calls, and forms of harassment such as following, shouting at or otherwise attempting to intimidate others. Employees engaging in this type of behavior will be subject to discipline up to and including discharge.

Appropriate Use of Computing and Networking Facilities

The guidelines for acceptable/appropriate use beyond official Lab-related business are as follows:

- Use of the Internet to obtain information or conduct research, such as reading newspaper and magazine articles, checking airline prices and schedules, and purchasing tickets.
- Use of e-mail for non-official communications.
- For educational purposes if the course work is for an approved degree program
- Use of information technology to check credit union or retirement plan accounts
- Retention of personal data in electronic files.
- Occasional personal use of laptop computers.
- Incidental use of the Internet for browsing sales catalogs, comparing prices of automobiles, or obtaining road maps.

Examples of inappropriate use are as follows:

- Computer usage that reasonably offends other employees, users or outsiders, or results in public embarrassment to the Laboratory.
- Computer usage that is not specifically approved and which consumes significant amounts of computer resources not commensurate with its benefit to the Laboratory's mission or which interferes with the performance of an employee's assigned job responsibilities.

Examples of illegal use are as follows:

- Legally prohibited activities on (or off) the Internet (child pornography, interstate gambling).
- Operation of a private business or social activity unrelated to the Laboratory.

- Violation of license, copyright, or other computer-related contract provisions, particularly those that expose the Laboratory, as well as the individual, to significant legal costs or damages.

BNL computer and network resources are government property and are provided by BNL to its employees for business purposes. BNL understands and accepts a reasonable level of personal use of its resources as indicated above. However, because these facilities are government property and are provided for business purposes, the Lab is obligated to curb inappropriate activity and to prevent, and aid in the prosecution of, illegal activities.

Furthermore there is no guarantee of individual privacy on government owned computer systems. Contents of files and e-mails may be subject to review in the case of suspicious activity or during an ongoing investigation.

All inappropriate and illegal use of Brookhaven's computing and networking facilities must cease immediately. Employees found violating these guidelines will be subject to disciplinary actions.

Security and Laboratory Protection

All employees are subject to a security investigation and pre-employment check. As part of the Laboratory protection program, you are issued an identification card and an automobile sticker for your car. The card allows site access. The Safeguards and Security Division is responsible for issuing identification badges for employees and family members.

The Laboratory is not open to the public. Entrance is restricted to persons having official business at the Laboratory and properly sponsored visitors. Although families of employees may come on-site for various recreational or social functions, it is expected that they will not be in work areas unsupervised.

A privately owned motor vehicle may not be driven on the Laboratory site unless the vehicle has proper state registration, and the operator possesses a valid state operator's or chauffeur's license.

No person, except members of law-enforcement agencies, may bring or carry firearms on the site without special authorization.

The general traffic rules and regulations of the State of New York have been adopted for both private and Government vehicles operated on the Laboratory site. The following traffic rules apply specifically to the Laboratory site. Speed: 30 miles per hour, except where otherwise posted. Parking: permitted only in designated parking areas in accordance with any posted

limitations. Right-of-way: fire apparatus, police vehicles, ambulances, and utility emergency vehicles have the right-of-way on the Laboratory site. Other vehicles should promptly move to the side of the road and stop whenever such emergency vehicles approach. Cell phone usage: only hands-free use of cell phones permitted.

Please refer to the section entitled Laboratory Security for more detailed information.

Entering and Leaving the Site

There are three Laboratory gates. The main gate, located at the west end of Princeton Avenue, is open for use at all times. The south gate, located at the south end of Upton Road, is open only for exiting traffic between 1630 and 1730 hours. The north gate, located at the north end of Upton Road, is open for entry between 0730-0900 hours and exit between 1630-1730 hours. The hours listed apply to Monday through Friday excluding holidays.

Protection of Government Property

All materials and services located on the Laboratory site, unless properly identified with another organization, are the property of the United States Government. The theft, misuse, or personal use of Government property is unlawful and constitutes grounds for immediate discharge. Employees are encouraged to report any misappropriation of Government property to the Security Group.

No property or material, except for personally owned goods, may be removed from the Laboratory site without an authorized Property Pass or Loan Agreement. All Laboratory equipment lent to employees must be for official Laboratory business and be reported to the designated department/division Property Representative.

The protection and safeguard of Government property is the responsibility of every employee.

The Laboratory reserves the right to inspect and search vehicles entering or leaving the site.

Property Management

The control and safeguard of Laboratory equipment is the responsibility of all employees. The Property Management Program gives special emphasis to all tagged property. This equipment is readily recognized by a red-and-white bar coded property tag affixed to the equipment.

You must follow the procedures in effect for the proper use and authorization regarding the management of tagged equipment.

- Employees who are assigned Sensitive Equipment are required to sign a Sensitive Item Receipt Acknowledgment form for accountability purposes.
- Any movement of equipment within the department or to other locations at the Laboratory must be documented by using the Equipment Movement Request form.
- No dismantling or cannibalization of equipment is permitted without prior approval.
- Capital or Sensitive property which becomes inoperable, damaged, or destroyed must be reported to the Department Property Representative.
- Any missing, lost, or stolen property should immediately be reported to the Security Group and Department Property Representative.
- Idle equipment should be turned in to the Excess Disposal Section for reutilization on site or for disposal.
- Inventory stickers affixed to equipment should not be removed.

Purchases from Employees

Purchases of supplies or services from employees by the Laboratory are prohibited, except when the express approval of the Director or his designee has been obtained.

Purchases for Employees

The use of Laboratory personnel for the procurement of material for the personal account of any Laboratory employee is prohibited.

Conflicts of Interest

Laboratory employees must not engage in any private business or professional activity in which there is, or might appear to be, a conflict between their private interests and the interests of the Laboratory.

Laboratory employees shall not use for personal gain or make other improper use of privileged information acquired in connection with their employment. Brookhaven employees must:

- a. Neither give gratuities to DOE employees nor accept gratuities from individuals or organizations with which Brookhaven is doing, or intends to do, business,
- b. not use information which is acquired in connection with their employment by Brookhaven for their own personal gain or for any other improper use,

- c. not accept employment outside of their official hours of duty (or while on vacation) which will interfere with or otherwise adversely impact their work for Brookhaven or create or appear to create a conflict of interest,
- d. not participate in, or attempt to influence in any way, decisions of Brookhaven where there is a personal interest of the employee involved. As used herein, the term “personal interest” includes an interest of an employee, his or her spouse, and immediate family in an employment or consulting relationship or a significant financial interest in (1) an organization with which Brookhaven does or may do business, or (2) a competitor of such an organization.
- e. report to and obtain the approval of their Department Chair/ Division Manager and Laboratory Counsel for all consultant or other comparable employment prior to entering into such employment. To do this, an employee must obtain a “Request to Engage in Outside Activity” form from their department’s administrative office and submit it to the Human Resources and Occupational Medicine Division.

To ensure adherence to these policies, it is necessary that each employee report all outside employment, including consulting or other comparable employment (any employment in which the individual’s duties include professional advice and/or services requiring a special knowledge or experience) to the Laboratory upon commencement of employment and annually thereafter. Each employee must sign an agreement stating that he or she will not accept this type of employment with either another DOE cost-type-contractor, or any other organization without the prior approval of their Department Chair/Division Manager and other management staff.

If an employee has a question concerning this policy or its interpretation, he/she should contact the Laboratory Counsel for explanation and advice.

Patent Agreements

As a general rule, Patent Agreements must be executed by all individuals who will work at the Laboratory. The type of Patent Agreement depends upon the nature of the individual’s relationship with the Laboratory. Members of the regular Brookhaven staff and salaried visitors must execute an Employee Patent Agreement at the time of employment.

All new employees or guest scientists will be required to sign the appropriate patent agreement upon arrival at the Laboratory to begin work. If any difficulty is anticipated with respect to this, it is the responsibility of

the individual to resolve the matter upon or before arrival. It is incumbent on the BNL employee who deals with any non-employee to inform the latter of this requirement. Questions should be referred to the BNL Patent Counsel.

The Brookhaven Science Associates (“BSA”)/DOE contract permits BSA to take title to inventions made at the Laboratory. This contract further requires BSA to seek patent protection on such inventions, to attempt to license such inventions to industry to accomplish commercialization, and to share any royalties resulting from the licensing of such inventions with the inventor(s). BSA’s program for royalty sharing is set forth in Standard Practice Instruction (SPI) 6-08 entitled “Distribution of Patent License Income” which is available through the SBMS Management System for Intellectual Property.

Ethics in the Conduct of Research

Scientific and other scholarly activity must be conducted and reported in an objective and honest manner. Incidents of willful and knowing dishonesty are inconsistent with the goals and missions of the Laboratory. Any allegations of misconduct in research or scholarship shall be brought to the attention of the Associate/Assistant Laboratory Director directly responsible for the program activity in question. A document detailing Laboratory policy, “Procedures for the Investigation of Allegations of Misconduct in Research or Scholarship at Brookhaven National Laboratory,” may be obtained from the Human Resources and Occupational Medicine Division.

Use of Laboratory’s Name, Representing the Laboratory

The Laboratory’s official name is “Brookhaven National Laboratory.” In written communications, use the full name at first mention. The Laboratory’s official logo is an integrated graphic unit that contains elements with certain size and spatial relationships. Go to the following webpage to download the approved logo: <http://www.bnl.gov/pga/logo.asp> . The Laboratory’s slogan is “a passion for discovery.”

Employees should use discretion and common sense when expressing their personal opinions in political or other situations in which they could be identified as representing the Laboratory. Exercise particular care in communicating with public officials. Employees contacted directly by a member of the news media must refer the call to the Media & Communications Office, Ext. 2345. An additional note: Employees speaking for the Laboratory may not endorse commercial products.

• FOR YOUR INFORMATION

The Bulletin

The Laboratory publishes and distributes a weekly newspaper, The Bulletin. The paper carries science and administration news, employee features, news regarding health and other benefits, announcements of scholarships, concerts and lectures of Lab-wide interest, recreation program news, jobs, and classified advertisements. Ideas for articles or direct contributions from employees are encouraged to be included as space and suitability permit. The Bulletin of the week and archived copies are available on the BNL homepage at <http://www.bnl.gov/bnlweb/pubaf/bulletin.asp>.

BNL Website

A significant amount of information is available to Brookhaven employees, users, and guests through BNL's website, www.bnl.gov. When you are browsing from a computer on site, you are inside the BNL network and have access to features that currently include:

- Online newsclips - What's being written about Brookhaven by the media.
- Announcements box - Important internal news and event notification.
- Events database - A complete calendar listing of scientific lectures, seminars, colloquia, and music recitals.
- Special videos - Speaker presentations at Berkner Hall, addresses by the Laboratory Director, brown-bag lunch discussions, etc.
- Monday Memo - Online archive of the electronic newsletter.
- Classified ads - Most recent Bulletin ads and link to complete listing.
- Cafeteria menu - What's for lunch today?
- Comment box - Let the webmaster know what you think!

The BNL web content is dynamically updated and constantly changing. Employees should check the home page at least once a day to keep informed about goings-on at the Lab.

Monday Memo

Brookhaven National Laboratory's Monday Memo is a bi-weekly management e-mail newsletter. The Memo is distributed to BNL employees

on alternate Monday mornings, except for holidays. Each issue contains a message from the Laboratory Director, as well as current news and information on various management topics, upcoming events, training, safety, and Brookhaven's science. Reader questions and concerns are answered in a "queries and comments" section. BNL employees are automatically subscribed to the Monday Memo. Archived copies can be found at <http://intranet.bnl.gov/memo/> .

"Broadcast," "Announce," and "InsideInfo" e-mail lists

The Media & Communications Office uses e-mail as one method of providing information to employees, users, guests, and the external community. BNL employees are notified about breaking news and time-critical information through "broadcast" e-mails, which are sent to every employee with a bnl.gov e-mail address. Many Lab employees also like receiving e-mailed BNL news releases and timely information about Brookhaven-sponsored events. This information is distributed to a separate, voluntary subscription list known as "announce." Employees who would like to subscribe to this news service can fill out the online application at <http://lists.bnl.gov/mailman/listinfo/bnl-announce-l> . Since the general public can also subscribe to the "announce" list, a separate voluntary subscription list, called "insideinfo," is used to send notifications to employees of events such as on-site blood drives and BERA club activities that are not open to the public. Employees who would like to subscribe to this service can fill out the online application at <http://lists.bnl.gov/mailman/listinfo/insideinfo>

Energy Conservation

Precipitated initially by a local fuel oil shortage, development of an Energy Conservation Plan at Brookhaven National Laboratory was given top priority early in 1973 before the full gravity of the energy crisis was felt. The continuing success of this plan depends on total team effort and on total commitment to the concept of energy conservation.

The Laboratory is engaged in many ongoing projects and studies directed at reducing our use of energy. We all have a contribution to make to this effort. Be aware of your use of lighting, heating, and air conditioning, and whenever possible use them conservatively.

BNL will be able to control its energy future to a large extent if we resolve to practice prudent energy conservation individually, in support of the research and programmatic work in progress.

Research Library

The Research Library, located at 25 Brookhaven Avenue (Building 477), is open from 8:30 a.m. to 7:00 p.m. Monday through Friday. Full library services are available during regular weekday working hours.

Using current technology, the Research Library acquires, manages and disseminates a variety of information resources and delivers services to scientists and engineers in support of the Laboratory's research missions. Links to the Library's iLink catalog, electronic journals, research databases, and other electronic sources can be found on the Research Library's Homepage at <http://www.bnl.gov/isd/reslib/>. iLink includes information about the main collection housed in the Research Library, with links to many electronic resources, as well as collections located in departmental libraries and reading rooms.

Subscriptions, memberships, books, journals, and other library materials or licensed content must be ordered through the Research Library. With few exceptions, this type of information may not be ordered using Laboratory-issued credit cards. Licensed content provided to the Laboratory through the Research Library must be used in accordance with publishers' license agreements.

For additional information about services and available resources, please call extension 3483 or 3487.

Records Management

Any information generated in the conduct of scientific research and the business of the Laboratory is considered a federal record. All employees are responsible for preserving and protecting the records they generate and those for which they have been assigned responsibility, and ensuring that they remain accessible. Records are retained and disposed of according to retention schedules, approved by the National Archives and Records Administration (NARA). Each Laboratory organization has a Records Management Representative. Guidance on your records management responsibilities and procedures are available from your Records Management Representative, in the Records Management Subject Area in the Standards Based Management System https://sbms.bnl.gov/sbmsearch/subjarea/97/97_SA.cfm?parentID=97, as well as from the Records Management staff in the Information Services Division. For additional information call ext. 5070, 7886, or 7692.

Publications

The Laboratory requires that the results of research be published, unless publication is expressly restricted by a contractual or other written agreement with the sponsoring organization. This requirement applies to scientific and technical staff, as well as guest researchers and collaborators who use Laboratory facilities in accordance with facility user agreements.

BNL staff members are responsible for ensuring that the information resulting from research and development is recorded and that it receives the required reviews and approval for release by the Laboratory, before it is disseminated in any way. Works authored or co-authored by BNL staff must be submitted for review and release to the Information Services Division before publication. Works that must be submitted include books or book chapters; conference papers and abstracts; formal and informal reports; journal articles; lectures and presentations; software, and others. Scientific and technical information is made available to the DOE, the scientific community, and the public in accordance with contractual requirements.

See the Publishing Scientific and Technical Information Subject Area https://sbms.bnl.gov/sbmsearch/subjarea/101/101_SA.cfm?parentID=101 in SBMS. For additional information call ext. 3484.

Editing Services

Editing Services assists BNL's authors in writing, organizing, revising, and reviewing all types of scientific, technical, and administrative documents, thereby ensuring that publishers' requirements and accepted standards of quality are met

The desired level of editing, from basic proofreading to re-writing, is specified by the author. Editing for authors for whom English is a second or other language is an important focus. Documents may be submitted for editing in MS Word, or in paper copy.

By prior arrangement, editing services are available for work sponsored by other agencies and institutions, such as proceedings of symposia or workshops. The Editor may also be available to record proceedings during the meeting. The cost of services for such meetings may be charged to the department or institution.

For further information call ext. 3489 or 3482.

Photography and Graphic Arts

Photography and Graphic Arts provides high quality technical publishing services, including graphic design, photography, videography, printing,

duplicating, and scanning. Professional publications and presentations can be produced in a variety of digital and print formats.

These include reports, brochures, photographs, video programs, conference materials, presentation view graphs, and posters. Large mailings can be prepared for on and off- site distribution. Photography videography, graphic design and on-site printing services are provided at no charge for work accomplished during normal business hours. Some jobs will entail charges for overtime or special materials. Please see the following website for a full description of services: <http://www.bnl.gov/PGA/>.

Cafeteria

The cafeteria, located in Berkner Hall off Brookhaven Avenue, is open from 0730 - 1430 Monday through Friday and 0730-1400 on Saturday and Sunday.

Telephones

The intra-Laboratory telephone directory furnishes complete information on Brookhaven's telephone system and policy. Telephone service is provided for the conduct of official business. Use of Government-provided services for personal business is prohibited by law and may result in suspension or dismissal.

Cashier

Certain personal bills, such as those for on-site housing and telephone, are paid at the Cashier's Office (located off Center Street). Your BNL ID card is required for all transactions. The cashier's office is open from 1330 - 1530, Monday through Friday.

Post Office

The United States Post Office is located on Center Street and is open from 0800 to 1630 each working day.

Brookhaven Center

The Brookhaven Center, located on Upton Road, is open from 1700 until 2300 Monday through Friday evenings, and from 1700 - 2100 Sunday evening. Supper, bar service, and other amenities are available.

Teachers Federal Credit Union

The Teachers Federal Credit Union, located on the corner of Cornell and Technology Street, is a full-service financial institution. The Credit

Union is open 0900 to 1630 Monday through Wednesday, 0900 to 1700 Thursdays and 0830 to 1630 Fridays. Your BNL paycheck may be cashed with current Laboratory identification. A 24 hour automated teller machine is located in the entrance of Berkner Hall.

Service Station

A gas and service station located on Rochester Street is open from 0800 to 1800, Monday through Friday.

Recreation

The Laboratory provides and maintains on-site recreation facilities and encourages you to participate in a broad program of social, cultural, and athletic activities. The administration of these activities and the overall program is the responsibility of the Staff Services Division and the Brookhaven Employee's Recreation Association (BERA). All employees become members of BERA automatically and are eligible to vote in the Association's annual election of six Executive Board members. Specific announcements concerning activities and special events are published in the weekly paper and posted on various bulletin boards.

The recreation facilities at the Laboratory are as varied as the activities they support. They include the swimming pool and gymnasium on Center Street; the recreation park, with ball fields and picnic facilities, at Fifth Street and Brookhaven Avenue; the tennis courts on Bell Avenue; and the recreation building on York Lane. Please refer to the section entitled BERA for more detailed information. program information is available on ext. 2873 or by going to www.bnl.gov/bera.

BSA Scholarships

A number of scholarships will be awarded to children of regular employees of Brookhaven National Laboratory. The scholarships are awarded competitively and are renewable for up to a total of four years of study toward an academic degree. Selection is made by an independent committee appointed by the Scholarship and Recognition Programs Division of the Educational Testing Service. The criteria for selection include: secondary school academic record and school recommendation, scores of the SAT, school and community activities, evidence of leadership, and creativity expressed through a variety of avenues. These scholarships will be granted independent of financial need and without regard to other forms of aid to the student. To qualify for a scholarship, the applicant must be:

- a. The son or daughter of a regular BNL employee who began full-time or regular eligible part-time employment no later than the date by

which the initial application must be filed and who is employed by BNL at the time the award is announced. The sons and daughters of retired employees or of employees who died when in regular service at the Laboratory are also eligible. In the case of stepchildren, eligibility will be established if the employee regularly claims the child as a dependent for income tax purposes; or if the stepchild normally resides in the employee's household, which must include the two-year period immediately prior to applying for a scholarship.

- b. A secondary school senior who will be graduated during the current academic year and who will enter college by the following fall.

More complete information can be obtained from the Human Resources and Occupational Medicine Division on ext. 2885.

- **IN CONCLUSION**

This handbook is an attempt to give you a general understanding of the Laboratory and at the same time an indication of what you, as an employee, may expect by way of benefits and obligations. It is not an attempt to spell out every policy or situation that might arise in the course of your employment. Any questions not answered by this handbook should be referred to your supervisor, SBMS or the Human Resources and Occupational Medicine Division.

• APPENDIX

Fringe Benefits for Full-Time, Part-Time, and Temporary Employees

This checklist does not attempt to spell out every policy in detail for each situation that may arise. In every case, bearing in mind the facts of the individual situation, the representative section of the Supervisors' Personnel Manual on the SBMS should be consulted for possible exceptions before making an interpretation.

Benefits	Full-time Employees	Eligible Part-time Employees*	Other Part-time Employees	Temporary Employees
Payment for time not worked				
Vacation	yes	yes	no	no
Holidays	yes	yes	no	yes
Sick Leave	yes	yes	no	yes**
Death Leave	yes	yes	no	no
Jury Duty	yes	yes	no	no
Military Leave	yes	yes	no	no
Doctor/Dentist Visit	yes	no	no	no
Excused Period Status	yes	yes	yes	yes
Signal One	yes	yes	no	no

*Benefits prorated according to official work schedule.

**Accrued at rate of 1-1/4 days credit for each full month of employment for full-time temporary employees.

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